

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: June 17, 2016

Closing Date: June 24, 2016

PARALEGAL

Family Division, Child Protection Unit in New Castle County

Job Responsibilities and Duties:

The Child Protection Unit, Family Division, in New Castle County, handles all cases involving children in the custody of the Department of Services for Children, Youth and Their Families ("DSCYF"), as well as cases related to placement on the Child Protection Registry. This Unit handles a high-volume of cases. This Paralegal will provide support to the Deputy Attorneys General in the Child Protection Unit. The job duties include drafting pleadings, conducting legal research, executing discovery, and obtaining certified medical and court records, as well as responsibility for filing, electronic filing and case tracking. This Paralegal will have significant telephone and personal interaction with DSCYF employees, the Family Court and the public.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal applicants: Please send an updated resume or a summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.